

POSITION DESCRIPTION

POSITION: Resource Room Specialist

POSTING DATE: 11-15-16

LOCATION: EET Department

CLOSING DATE: 11-30-16

SALARY: \$12.82 NonExempt Negotiable

PAY GRADE: 4

This position is contingent on grant funding

PART-TIME at 20 hours/week

Supervised by/Reports to: EET Specialist

Department: Education, Employment, and Training

GENERAL RESPONSIBILITIES: The Resource Room Specialist is responsible for the operation of the Adult Learning Center which serves adults where their skill sets are and then builds from that to prepare them for employment while meeting the demands of the local workforce. Examples of high quality services include career cruising, interview stream, adult literacy, and individualized workshops. The Resource Room Specialist reports directly to the EET Specialist.

DUTIES:

1. Responsible for the operation of the Adult Learning Center and its activities. This person will be the first person of contact when a customer enters the S/M Education, Employment, and Training Department. This will include:
 - a) Greet and direct customers to appropriate area. Ensure all EET customers sign in.
 - b) Conduct initial assessment, screen and refer customers to appropriate internal resources.
 - c) Organize, schedule, and facilitate work ready training sessions to meet the needs of customers and if applicable, their Employability Development Plan.
 - d) Deliver workshops on Career Cruising, Interview Stream, and other training curriculum.
 - e) Conduct job search workshops and other job development and placement activities that assist customers in all ways to become job ready.
 - f) Monitor customer progress as defined in their Employability Development Plan, and inform the EET Specialist when customers' circumstances preclude achievement of goal.
 - g) Track information and data throughout the duration of the customers' participation in the program, ensuring that data is entered in a timely manner.
2. Formulate and submit monthly, semi-annual, and annual statistical and narrative reports to the EET Specialist.
3. Assist in the Education Building operation, housekeeping and security as needed/required.
4. Manage, control, and prioritize multiple activities smoothly in a busy atmosphere.
5. Maintain a positive work atmosphere by behaving and communicating in a manner, which promotes teamwork with participants, co-workers and supervisors.

6. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
7. Must maintain an acceptable departmental attendance record.
8. Must be reliable and prompt when reporting to work.
9. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
10. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
11. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
12. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. While performing the duties of this job, the employee regularly is required to sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear.
2. The employee frequently is required to walk.
3. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl.
4. The employee must occasionally lift and/or move up to 25 pounds.
5. Work is generally performed in an office setting with a moderate noise level.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.
7. Must complete a Self Disclosing Physical Questionnaire prior to employment.

QUALIFICATIONS:

1. Must have an Associate Degree. A Bachelor's Degree is preferred.
2. One year experience in working with low-income, unemployed, and underemployed customers, involving interaction with the public; experience working collaboratively and in a sensitive manner is preferred.
3. Knowledge of administrative assistant practices, office procedures, and operating office equipment.
4. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.

5. Knowledge of records management and basic accounting procedures including budgeting
6. Ability to communicate effectively in the English language both verbally and in writing.
7. Ability to establish and maintain professional relationships with individuals of varying social, economic, and cultural backgrounds and with co-workers at all levels.
8. Ability to represent the organization in a professional manner, building respect and confidence.
9. Ability to write clear and concise reports, memoranda, directives and letters.
10. Ability to handle multiple tasks and meet deadlines.
11. Ability to carry out instructions furnished in verbal or written format.
12. Ability and skill to operate various word-processing, spreadsheets, and database software programs operated by Stockbridge-Munsee Community.
13. Ability to plan, organize, and prioritize objectives and responsibilities.
14. Ability and willingness to work as part of a team.
15. Ability to demonstrate excellence in everything, and continually seek improvement in results.
16. Ability to work flexible hours including weekends, evenings and holidays as requested.
17. Must be able to work independently with limited supervision.
18. Must adhere to strict confidentiality in all matters. (Must sign a confidentiality statement prior to employment.)
19. Must submit and pass a criminal investigation background check prior to obtain and maintain an elder/youth license during the course of employment with the Stockbridge-Munsee Community.
20. Must submit to a Criminal Investigation Background Check.
21. Must be willing to attend all applicable training.
22. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
23. Must be eligible for coverage under the employer's liability insurance.
24. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
25. Must be able to meet physical requirements of position.
26. Must abide by departmental and organizational safety, testing, and uniform guidelines.

**SUBMIT APPLICATION TO: Human Resource Department
Stockbridge-Munsee Community
N 8705 Moh He Con Nuck Road
P.O. Box 70
Bowler, WI 54416**

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREENING
AND REMAIN DRUG FREE.

The Stockbridge Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference Ordinance.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:

Tribal Council Approved: 5-6-15